



## DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER  
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 5215.1D

Code 0100

1 May 1995

### NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 5215.1D

From: Commanding Officer

Subj: NAVAL HOSPITAL TWENTYNINE PALMS DIRECTIVES SYSTEM

Ref: (a) SECNAVINST 5215.1D

Encl: (1) Directive Formats (Exhibits 1-5)  
(2) Folder Assembly  
(3) Directives Review Form  
(4) Executive Suite Routing Sheet  
(5) Executive Summary  
(6) Naval Hospital Numerical Code Distribution List  
(7) Directives Process Action Flowchart

1. Purpose. To provide guidance for the preparation, submission, management and review of directives issued by this Command. To establish a Directives Control Point (DCP) as prescribed by reference (a).

2. Cancellation. NAVHOSP29PALMSINST 5215.1C.

3. Background. An effective Command Directives System provides a uniform plan for issuing and managing directives.

#### 4. Definitions

a. Directive. Directives are published in the form of an instruction, notice, or change transmittal. Directives establish organization, conduct, procedures; and/or information essential to the effective administration or operation of affected activities.

b. Distribution List. A list of "action" and "information" addressees of a directive. Addressees are determined on the basis of need to act or need to know.

c. Instruction. A directive containing authority or information having continuing reference value, or requiring continuing action. It remains in effect until superseded or otherwise canceled by the originator or higher authority.

d. Letter-type Directive. An instruction or notice prepared in a format to that of a naval letter

e. Notice. A directive of a one-time or brief nature, has a self-cancelling provision and has the same force and effect as an instruction. Usually, a notice will remain in effect for less than six months, but is not permitted to remain in effect for longer than one year. Any requirement for continuing action contained in a notice, such as submission of a report, use of a form, or following a specific procedure is considered to be canceled when the notice is canceled, unless the specific requirement is incorporated into another suitable document.

f. Page Change. An additional or replacement page for an instruction or notice, transmitted under cover of a change transmittal for insertion by recipients. It is usually preferable to a pen change.

g. Pen Change. A change, usually relatively short, which is entered in the basic document in handwriting by the originator. Directives shall state precisely where the change occurs, i.e., page, paragraph, line number, and any other pertinent information.

h. Revision. A reissuance of an existing instruction in completely rewritten form.

i. Applicability. When this paragraph is used, it shall identify distribution of the subject matter on a "Need to Know" basis. Because of the diversity of subject matter in Naval Hospital, Twentynine Palms instructions, some subject matter may not apply to all departments/sections. In those cases, the originator and/or director will determine the appropriate applicability of the instruction.

5. Preparation Procedures. Any Naval Hospital element having cognizant responsibility may recommend, develop and submit subsequent changes to directives.

a. Directives will be prepared by the originator having cognizant authority and submitted to the Supervisor, Central Files Division for technical review. Enclosure (1) can assist in this preparation.

b. Submission shall initially be in double-spaced rough draft form and placed in a suitable file folder as shown in enclosure (2) along with accompanying disc.

c. Upon review/concurrence by appropriate chain of command, the directive will be submitted for signature of the Commanding Officer.

d. Appropriate consecutive numbers shall be assigned to new directives by Central Files prior to final issuance.

e. All command directives are incorporated into the command's directive control system and are reviewed by Central Files as prescribed. Enclosure (3) along with a copy of the respective directive is forwarded to the appropriate originator for review.

f. A routing slip, enclosure (4), will be placed inside the folder (left side) and routed to the appropriate chain of command for review. As a rule, an element identified in the "action" portion of the directive must be on the routing slip for their "chop". Special assistants and committees will route their directives via their reporting chain. Directives having clinical implications will be routed to the Directors of Medical, Surgical, Ancillary, and Nursing Services prior to being sent to Central Files. A separate routing slip will be prepared when a directive is prepared in the rough draft format and then another for the smooth draft. All appropriate directives will be routed through Safety Office to ensure compliance with internal and higher echelon safety requirements.

g. An Executive Summary will be submitted by Department Heads or Directors providing rationale for revision submission as outlined in enclosure (5). The summary will be no longer than one double-spaced page.

h. All working papers and corrected drafts will be maintained. All modifications/changes and corrections will remain intact (i.e., all drafts) and placed on the left side of the folder.

i. The Naval Hospital Numerical Code Distribution List, enclosure (6) is provided to ensure proper utilization of department codes when preparing directives for approval.

j. The Directive review Process Action Flowchart, enclosure (7), is provided to demonstrate the process of directives submission.

## 6. Command Responsibilities

a. Originators. Will be responsible for ensuring that directives under their cognizance are prepared in the correct format and are updated in a timely manner, and that unnecessary directives are canceled and removed.

b. Department Heads/Directors. Will be responsible for ensuring that directives submitted for the "chop" have been correctly routed and are managed in accordance with this instruction.

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c. Safety Department. Will review all directives prior to submission for approval to ensure that all safety requirements are being complied with.

d. Central Files Division. Will be the Directives Control Point (DCP) for the command. Central Files Division will review directives for assignment of proper SSIC, proper technical format, and that directives are appropriately managed and revised as prescribed.

7. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, California.

A handwritten signature in dark ink, appearing to read "C. S. Chitwood", is centered within a light gray rectangular box.

C. S. CHITWOOD

Distribution:  
List A

NAVHOSP29PALMSINST 5215.1D  
1 May 1995

EXHIBIT 1

DEPARTMENT OF THE NAVY  
NAVAL HOSPITAL  
BOX 788250  
MARINE CORPS AIR GROUND COMBAT CENTER  
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:  
NAVHOSP29PALMSINST XXXX.XX  
(Dept Code)  
(Date) (LEAVE BLANK)

5 LINES

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION XXXX.XX

From: Commanding Officer

Subj: FORMAT OF AN INSTRUCTION

Ref: (a) SECNAVINST 5215.1D  
(b) XXXXXXXXXXXX XXXX.X  
(c) XXXXXXXXXXXX XXXX.X

Encl: (1) (Describe) (Enclosure at top must have same title)  
(2) (Describe) (Enclosure at top must have same title)

1. Purpose. The purpose paragraph is always the first paragraph and shall state the purpose of the directive.

2. Cancellation. The cancellation paragraph is the second paragraph and shall contain the statement(s) of cancellation or supersession, when the directive cancels another directive(s) or other documents(s).

3. Background and/or Information Paragraph. When used, the paragraph will follow the purpose and/or cancellation paragraph.

4. Action. An action paragraph indicates the type of action required to comply with the instructions contained in the directive.

a. Subparagraphs. If subparagraphs are needed, use at least two.

b. Title. (Optional) (Text)

(1) Title. (Optional) (Text)

(2) Title. (Optional) (Text)

5. Title. (Text)

Enclosure (1)

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1 May 1995

NAVHOS29PALMSINST XXXX.XX  
(Date) (LEAVE BLANK)

6. Title. (Text)

7. Title. (Text)

8. Applicability. Refer to page 2, paragraph 4i of the basic instruction.

9. New or Revised Forms. This paragraph will be utilized when introducing new or revised forms for usage in association with the directive being published. Refer to Table 1, page 14 of reference (a) for further guidance.

I. M. BOSS

Distribution:  
List A

Enclosure (1)

NAVHOSP29PALMINST 5215.1D  
1 May 1995

EXHIBIT 2

DEPARTMENT OF THE NAVY  
NAVAL HOSPITAL  
BOX 788250  
MARINE CORPS AIR GROUND COMBAT CENTER  
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:  
NAVHOSP29PALMSNOTE XXXX  
(Dept Code)  
(Date) (LEAVE BLANK)

NAVAL HOSPITAL TWENTYNINE PALMS NOTICE XXXX

From: Commanding Officer

Subj: FORMAT OF A NOTICE

Ref: (a) XXXX  
(b) XXXX

Encl: (1) (Describe)

1. Purpose. To illustrate the format of a notice.
2. Title. (Text)
  - a. Title. (Optional) (Text)
  - b. Title. (Optional) (Text)
3. Cancellation. 30 April 1995. (Cancellation date is always the last day of the month.)

I. M. BOSS

Distribution:  
List XX

Enclosure (1)

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1 May 1995

EXHIBIT 3

DEPARTMENT OF THE NAVY  
NAVAL HOSPITAL  
BOX 788250  
MARINE CORPS AIR GROUND COMBAT CENTER  
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:  
NAVHOSP29PALMSINST XXXX.XX  
(Dept Code)  
(Date) (LEAVE BLANK)

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION XXXX.XX

From: Commanding Officer

Subj: FORMAT OF A REVISION

1. Purpose. To illustrate the format of a revised directive.
2. Cancellation. NAVHOSP29PALMSINST XXXX.X.
3. Preparation. A revision is usually identical in format to the directive being revised, except the revised directive shall have the same general subject and the complete numerical designation of the directive being revised. In addition, a suffix letter, i.e., A, B, C, etc., shall be assigned to indicate the sequence of the revision.
4. Summary of Revision. This paragraph is optional, but may be used briefly to summarize significant changes.
5. Information. The letters "A" (Addition), or "R" (Revision), whichever is applicable, shall be placed in the margin (right side on odd-numbered pages and left side on even-numbered pages, see Exhibit 1. Each letter will be placed in a parenthesis.
6. Applicability. Refer to page 2, paragraph 4i of the basic instruction.

I. M. BOSS

Distribution:  
List XX

Enclosure (1)

NAVHOSP29PALMINST 5215.1D  
1 May 1995

EXHIBIT 4

DEPARTMENT OF THE NAVY  
NAVAL HOSPITAL  
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TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:  
NAVHOSP29PALMSINST XXXX.XX CH-1  
(Dept Code)  
(Date) (LEAVE BLANK)

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION XXXX.X CHANGE  
TRANSMITTAL 1

From: Commanding Officer

Subj: FORMAT OF A CHANGE TO AN INSTRUCTION

Encl: (1) New page inserts to NAVHOSP29PALMSINST XXXX.X

1. Purpose. To transmit new page inserts and direct pen changes to the basic instruction of (date); OR to direct pen changes to the basic instruction of (date); OR to transmit new page inserts to the basic instruction of (date).

2. Additional paragraphs, i.e., background or information paragraph(s), may be used to cite the reason for the change and clarification.

3. Action

a. Remove pages 4 and 5 of the basic instruction and replace with corresponding pages contained in enclosure (1). (Used when page replacements are identical to the new pages being inserted).

b. Remove present pages 6,7, and 8 of the basic instruction and replace with pages 6,7,8, and 9 contained in enclosure (1). (Used when pages being replaced are different from pages being inserted).

c. remove present enclosures (4) and (5) and replace with corresponding enclosures.

d. Insert new pages 10a, 10b, 11 and 12 in the basic instruction.

e. In the basic instruction, page 8, fourth line, change the words "XXXXX XXX XX XXX" to read "XXXX XX XX."

Enclosure (1)

NAVHOSP29PALMSINST 5215.1D  
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NAVHOSP29PALMSINST XXXX.X CH-1  
(Date) (LEAVE BLANK)

4. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic instruction.

I. M. BOSS

Distribution:  
List II

Enclosure (1)

NAVHOSP29PALMSINST 5215.1D  
1 May 1995

EXHIBIT 5

NAVHOSP29PALMSINST XXXX.XX  
(Date) (LEAVE BLANK)

MARGINAL ALLOWANCES FOR ENCLOSURES  
SET UPRIGHT/LENGTHWISE ON A PAGE

1. The enclosure identification will be shown at the bottom right-hand corner for odd-numbered pages and at the bottom left-handed corner for even-numbered pages.
2. All pages of each enclosure to a directive will, be numbered consecutively, beginning with the second page, three lines of  $\frac{1}{2}$  inch from the bottom of page, and centered.
3. When forms are being utilized as enclosures, reduce the size of the form to 85% and this will allow for insertion of proper directive identification both at the top and bottom of page as required.

Enclosure (1)

NAVHOSP29PALMSINST 5215.1D  
12 May 1995

FOLDER ASSEMBLY

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Referenced directives/materials	New/revised Directive
Copy of directive being revised	with enclosure (if any)
NAVHOSP29PALMS Command Routing Slip	will be placed on right
	side of folder.

NAVHOSP29PALMSINST 5215.1D  
1 May 1995

MARGINAL ALLOWANCES FOR ENCLOSURES  
SET UPRIGHT/LENGTHWISE ON A PAGE

1. The enclosure identification will be shown at the bottom right-hand corner for odd-numbered pages and at the bottom left-hand corner for even-numbered pages.
2. All pages of each enclosure to a directive will be numbered consecutively, beginning with the second page, three lines or  $\frac{1}{2}$  inch from the bottom of page, and centered.

NAVHOSP29PALMSINST 5215.1D  
1 May 1995

DIRECTIVES REVIEW FORM

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To: _____		Date: _____
NavHosp Inst#	Directive:	
	Title	
Originator		Date
Code:		Published: _____

=====

Ref: (a) NAVHOSP29PALMSINST 5215.1D

1. The following action is requested in accordance with the reference.

a. The subject directive requires annual review. Recommended changes should be annotated on the attached copy while complete revisions should be provided on a disc to Central Files for review and routing prior to approval and implementation.

b. Complete the required endorsement and initial that all actions required in paragraph 2 have been accomplished and return not later than \_\_\_\_\_ to Central Files.

c. If this directive no longer comes under your cognizance please forward to appropriate department head with notification provided to Central Files.

WAYNE A. MENARD  
Head, Central Files Ext 2178

=====

FIRST ENDORSEMENT

Date: \_\_\_\_\_

From:

To: Central Files (Directives Control Coordinator)

1. Returned.

2. \_\_\_\_ I have reviewed the Consolidated Subject Listing for all pertinent references concerning current NAVHOSP Instruction cited above.

\_\_\_\_ If there is a pertinent reference not cited in the current NAVHOSP Instruction I have reviewed and added it as a cited reference.

\_\_\_\_ I have reviewed all cited references for relevancy and currency as they pertain to the current NAVHOSP Instruction.

\_\_\_\_ If reference is not relevant or current I have made appropriate changes to the current NAVHOSP Instruction.

\_\_\_\_ I have reviewed the current NAVHOSP Instruction for relevancy and currency as it pertains to subject committee.

\_\_\_\_ If the current NAVHOSP Instruction is no longer relevant or current I have made appropriate changes.

\_\_\_\_\_  
Originator's Signature/Phone ext

Enclosure (3)

NAVHOSP29PALMINST 5215.1D  
1 May 1995

DATE: \_\_\_\_\_

**CENTRAL FILES**  
**DIRECTIVE**  
ROUTING SHEET

DEPARTMENT	DATE		SIGNATURE
	IN	OUT	
COMMANDING OFFICER			
EXECUTIVE OFFICER			
DIRECTOR FOR ADMINISTRATION			
DIRECTOR, ANCILLARY SERVICES			
DIRECTOR, MEDICAL SERVICES			
DIRECTOR, SURGICAL SERVICES			
DIRECTOR, NURSING SERVICES			
HEAD, HUMAN RESOURCE MGMT			
COMMAND MASTERCHIEF			
LCDR RICHARDSON (PI DEPT)			
(ORIGINATOR)			

REMINDER: DIRECTIVES ARE TO BE REVIEWED WITHIN THREE WORKING DAYS FROM TIME OF RECEIPT AND RETURNED TO CENTRAL FILES FOR ACCOUNTABILITY AND FURTHER ROUTING. POC WAYNE MENARD, EXT 2178.

Enclosure (4)

EXECUTIVE SUMMARY

DIRECTIVE CONTROL MANAGEMENT

<u>Proposal</u>	To Propose Changes To Your Instruction
<u>Rationale</u>	**Bullets Identifying The Need To Change **Higher Authority Direction **Clinical/health Care Access Impact **Mission/Strategic Plan Impact
<u>Objectives</u>	**What The New Change Will Accomplish **Improve Access To Care (How) **Increased Process Efficiency **Increased Cost Effectiveness
<u>Scope</u>	**Who is It Going To Impact **Ramifications Of Impact **Who Will Manage The Process
<u>Summary</u>	**The Bottom Line. Gives The reader A Synopsis Risk Of The Intent Of The Change Or New Instruction. Should Clarify To:  --Gain Provider Support --Minimize Risk Of Process Failure --Reduce Rework --Facilitate Continuous Improvement

Your Instruction's Name Here:

NAVHOSP29PALMSINST 5215.1D  
1 May 1995

NUMERICAL CODE DISTRIBUTION LIST

<u>Code</u>	<u>Department</u>
0000	Commanding Officer
0001	Command Managed Equal Opportunity Manager
0002	Command Master Chief
0003	Command Career Counselor
0004	Chaplain
0005	Safety Program Manager
0900	Executive Officer
0901	Performance Improvement Coordinator
0902	Patient Contact Coordinator
0903	Command Drug and Alcohol Program Advisor
0904	Public Affairs Program Officer
0905	Comptroller/Fiscal Department/MEPRS
0100	Director for Administration
0101	Central Files Division
0102	Human Resources Management Department
0103	Management Information Department
0104	Facilities Management Department
0105	Patient Administration Department
0106	Operating Management Department
0107	Material Management Department
0111	Nutrition Management Department
0112	Education and Training Department
0113	Managed Care Support Department
0114	Senior Enlisted Advisor
0200	Director, Nursing Services
0201	Family Health Nursing Department
0202	Maternal/Infant Nursing Department
0203	Perioperative Nursing Department
0204	Acute Care Nursing Department
0205	Senior Enlisted Advisor
0206	Discharge Planner/Patient Educator
0207	Emergency Room Nursing Department
0300	Director, Medical Services
0301	Internal Medicine Department
0302	Military Sickcall Department

Enclosure (6)

NAHOSP29PALMSINST 5215.1E

1 May 1995

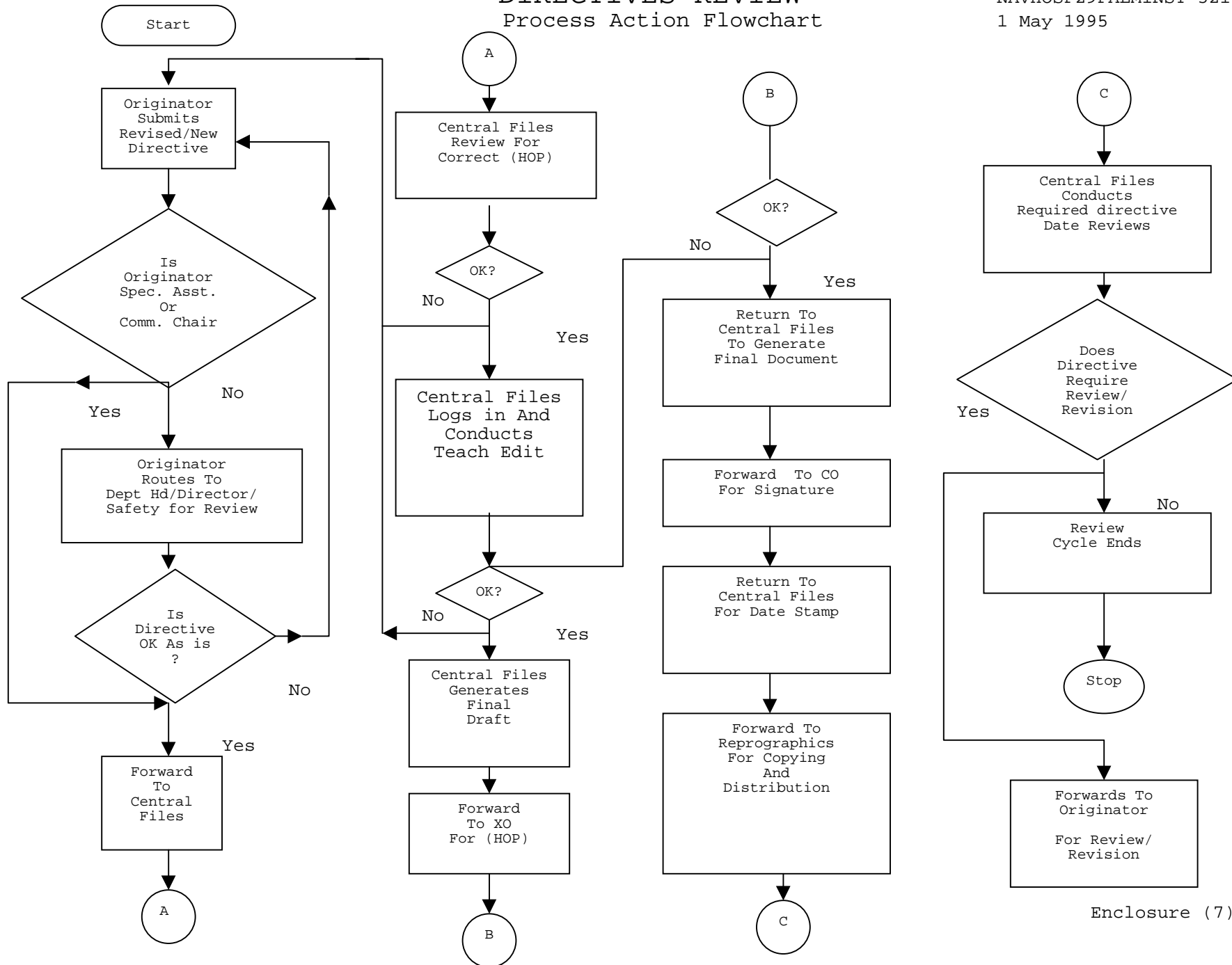
<u>Code</u>	<u>Department</u>
0304	Mental Health Department
0305	Emergency Medicine Department
0306	Pediatrics Department
0308	Staff Sick Call
0309	Clinical Nutrition/Dietary Department
0400	Director, Surgical Services
0401	General Surgery Department
0403	Orthopedics Department
0404	Obstetrics/Gynecology Department
0408	Anesthesia Department
0500	Director, Ancillary Services
0501	Occupational Health/Preventive Medicine Department
0502	Laboratory Department
0503	Optometry Department
0504	Pharmacy Department
0505	Physical Therapy Department
0506	Radiology Department

Enclosure (6)

# DIRECTIVES REVIEW

## Process Action Flowchart

NAVHOSP29PALMINST 5215.1D  
1 May 1995



Enclosure (7)